Computer Purchase Policy – Rush University

The Higher Education Amendments of 1998 permit an increase in the student's budget for a computer purchase. The use of federal funds for the purchase will be permitted as long as the student meets all eligibility requirements and it is within the annual and aggregate maximums. Other credit-based loans will be utilized if the additional federal loans cannot be utilized.

1. A computer purchase will be permitted once per academic program. For example, should a student complete one degree at Rush and then pursue a second degree at Rush, approval for a second computer purchase will be allowed.

2. A purchase must be made *two quarters (6 calendar months) prior* to the scheduled graduation. For example, a student graduating in spring term must submit the request no later than the start of summer term. A student may appeal for the purchase with a letter explaining the circumstances to the Office of Student Financial Aid.

3. The student must submit documentation for either an estimate or paid receipt/bill within the academic year of the request, and a Computer Purchase Approval form. If an estimate is provided, a final paid receipt must be submitted to document the purchase.

4. The maximum budget increase for a computer purchase (including software and hardware) will be equal to or less than $2,000. Should the computer cost more than $2,000 the student is responsible for the difference. Advances or short-term loans will not be provided for the purchase, since the McCormick Computer Lab is available almost 24 hours per day.

5. The student has a wide choice of systems within a wide range of prices. Care is urged to select a system that will provide the maximum amount of computing power with the most reasonable price.

Computer Purchase Request

This form is to be completed if you are requesting additional funds for a computer purchase. The student aid budget does not include costs for this since it is an optional, though approved, budget item.

A student may utilize this option once per academic program at Rush. The maximum amount that will be approved is $2,000. A copy of the receipt for the paid computer **or** a copy of the intended purchase must accompany this form **prior** to any funds being processed or approved for this expense.

Student - *Please Print*

Name _____Class _____ Program _____

University Student ID # _____

Documentation of computer cost: _____ actual cost (copy of receipt attached)
_____ estimated cost (copy of intended purchase attached)

Amount I am requesting: $ _____

I have read the above policy and understand the procedure. _____/_____
(signature / date)

Financial Aid Office Approval

Amount approved $_____

Source of funding   _____   Unsub Loan

                          _____   PLUS Loan

FAO _____ Date _____

Financial Aid Office Confirmation

Proof of purchase received: ____Yes   ____No

Actual cost confirmed: ____Yes   ____No

FAO _____ Date _____
Enter 'computer' contact in ctc_rec for year _____